



State of Utah
Department of Human Resource Management
**Utah Job Match Recruitment
Security Access Request Form**
Updated 02/25/05

Agency/Department

Division

Date Requested

Request Type

- ☐ New
☐ Delete
☐ Change

Type of Change

- ☐ Name
☐ User ID
☐ Other _____

User Information

User ID: _____ Note: This is the same user ID you use for Job & Position and/or HRE.

Name: _____ Title: _____

Phone: _____ Employee ID #: _____

Access Information

If you have access to HRE and/or UJM Job & Position, your agency and org ranges will be the same. **DO NOT COMPLETE THIS SECTION!!!** Information entered below will be disregarded. To change your agency and org range access, complete a new HRE Security Access Request Form.

If you are a UJM Recruitment User only, please complete this section.

Agency #: _____ Low Orgs or Ranges: _____

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Signatures

I understand the Utah Job Match Recruitment system is considered to be private and confidential. It is a breach of security to divulge logon ID and password information. Failure to maintain the confidentiality of data, logon ID, and password could result in the removal of access to the system and/or disciplinary action.

Employee Signature

Date

Print Supervisor Name

Supervisor Signature

Date

Department HR Director Signature

Access Options

Roles

(Choose all that apply)

User ☐
Requisition Approver ☐
Read-only ☐

DHRM Only

Administrator ☐
DHRM User ☐

Activities for each role

(Choose all that apply)

	Inquire	Update	Create	Delete
Requisition Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KSAO Group Level Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisition Update Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DHRM & HR Director/Managers Only				
Requisition Change Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DHRM Only				
Reappointment Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KSAO Public Group Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KSAO Level Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inquire – This allows the user to view information entered in UJM.

Update – Users will be able to update information that is already created in UJM. (Users can only change information that they created).

Create – Users can create new Requisition Analyses.

Delete – This allows users to delete information they created in UJM.

DHRM Use Only

Does the User have required training? ☐ Yes Class ID _____ ☐ No Referred to _____

What action was taken: ☐ Add User ☐ Change or Add Orgs ☐ Change Roles ☐ Change Activities ☐ Denied

System Administrator Signature _____ Date _____

Deleted User: By: _____ Date _____